

Equality, Diversity & Inclusion Policy.

Gympanzees is committed to encouraging equality, diversity and inclusion amongst our workforce and with our service users and visitors. We are committed to eliminating unlawful discrimination.

The aim is for our workforce and service users to be truly representative of all sections of society, and for all to feel respected and able to give their best.

It is Gympanzees' policy to treat all its workers, job applicants, service users and visitors fairly and equally, regardless of any protected characteristic which can include their sex, transgender status, pregnancy/maternity, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origins, ethnic origins, disability or any other personal characteristic.

Gympanzees commits to our wider community that we will be accessible to all regardless of any protected characteristic and most importantly disability, ethnicity or economic deprivation.

Gympanzees is committed to promoting a culture that values differences. It also recognizes that individuals from different backgrounds and experiences can bring valuable insights to the organization and so enhance the way we work.

Gympanzees operates a zero-tolerance approach to discrimination. Through this policy and procedures and the training and development of managers, staff, and volunteers, the organisation will do all it can to promote good practice in this area in order to eliminate discrimination and harassment so far as is reasonably possible.

This policy applies to every person's protected characteristics as well as their working pattern. Under **the Equality Act**, there are nine **protected characteristics**: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

It will also apply to our service users and visitors and any person or organization that we use for goods and services.

This policy's purpose is to:

1. Provide a service that is fully inclusive and non-discriminatory regardless of any protected characteristic.
2. Provide equality, fairness and respect for all in our employment, whether paid, unpaid, temporary, part-time or full-time
3. Not unlawfully discriminate against all protected characteristics as stated above.

4. Oppose and avoid all forms of unlawful discrimination in the workplace. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Gympanzees commits to its workforce:

1. Encourage equality, diversity, and inclusion in the workplace as this is good practice and will enhance the services we provide.
2. Create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised, celebrated, and valued. This commitment includes training managers and all other employees about their rights and responsibilities under this equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff and volunteers should understand they, as well that Gympanzees, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of Gympanzees' work.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from

Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Review employment practices and procedures when necessary to ensure fairness and update them and this policy to take account of changes in the law.

6. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion.

7. Monitoring will also include assessing this policy annually referencing Gympanzees' Equality, Diversity and Inclusion Strategy Document to review our progress in this area and to evaluate our progress towards our strategy goals of both workforce diversity, workplace inclusion and critically, inclusion for our service users and visitors.

Gympanzees' disciplinary and grievance procedures:

Details of Gympanzees' grievance and disciplinary policies and procedures for both staff and volunteers can be found in their respective handbooks. This includes with whom they should raise a grievance – usually their line manager.

Use of Gympanzees' grievance or disciplinary procedures does not affect their right to make a claim to an employment tribunal within three months of the alleged discrimination.

Agreement to follow this policy.

This equality, diversity and inclusion policy is agreed by the trustees and has been agreed and implemented by senior management.

Liz Scholey
Gympanzees Trustee
12/01/2023

Policy Review Date: 11/01/2024